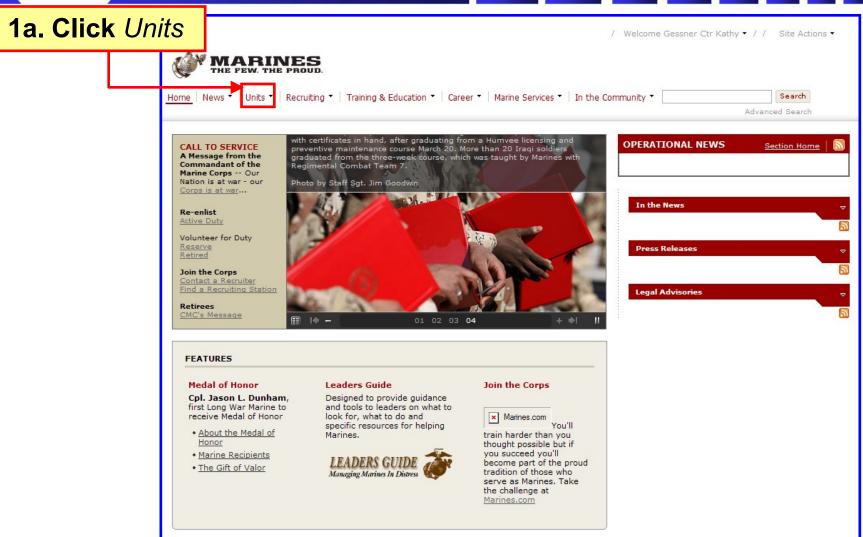# Creating Press Releases

1. **Navigate** *to Unit*
2. **Create** *Page*
3. **Enter** *meta data*
   - Title
   - Story Date
   - Date Line
   - Unit
   - POC
   - POC Address
   - POC Phone Number
4. **Enter** *Content*
5. **Add** *Hyperlinks*
6. **Enter** *Order Type*
7. **Select** *Categories and Tags*
8. **Enter** *Story Promotion* information
9. **Enter** *Publishing Dates*
10. **Check in to Share Draft** for review
11. **Submit** for Approval

Navigating to Unit for Press Release

1a. Click *Units*

Selecting Unit for Press Release

1b. Select *Unit*

Creating Page for Press Release

1c. Click *Unit* from list of links

Creating Page for Press Release

2a. Create Page by **Clicking** *Site Actions*

NOTE: Site Actions will vary depending on your permissions

Creating Page for Press Release

2b. Click *Create Page*

Creating Page for Press Release

2c. Enter *Page Title*

2d. Select *Press Releases Layout*

2e. Click *Create*

Entering MetaData for Press Release

3. Enter *MetaData*

3a. Title is Page Title by default. **Type** *new title* to change.

3b. **Enter** *Story Date*

3c. **Enter** *Dateline*

3d. **Select** *Unit* from drop down menu

3e. **Enter** *POC*

3f. **Enter** *POC Address*

3g. **Enter** *POC Phone Number*

3h. To Enter Page Content, **click** *"Click here to add new content"*

Entering Content for Press Release

4. Enter *Content*

MetaData (click to show/hide metadata)

✉ EMAIL | 🖨 PRINT | 📶 FEEDS

TITLE

Training Press Release

StoryDate

04/13/2007

Dateline

New Training for Content Management Sys

Unit

Training Information Management System

POC

Kathy Gessner, Trainer

POCAddress

9990 Fairfax Blvd
Fairfax, VA 22030

POCPhoneNumber

999-99-9999

Select ▾ | Styles ▾ | ¶ ▾ | A ▾ Aⁱ ▾ | B I U | ≡ ≡ ≡ | ⅛ ≔ | ≣ ≣ | A ⬧
Current Selection : None

jkdaljd;flkaj df;lajd;lfkj a;dlfkj a;lkjfa;lkjf ;lakjdf ;laksjd f;lajdfl;ks jdf;ldjf ;ladjsf ;lajdf;lskdj fl;sakjd f;lsj df;lsajdf l;aksdjf l;aksjf;laks jdf;lskdjf a;lskdjf ;laskdjf ;laskdjf l;aksjd fl;ajsdfl;kajsdfl; jasdl;fkjasd;lfkjad;lfkja;sldfj a;lsdkfjal;kdfj a;sldu fao;duro[iawu er[aojfm;lzsjd f;lakwherj poaiweur[ajdsfmlzs,djf ;lkes jfh;kajhsd f;k a'lkf a'lsdkfjaowieur [oqwuer 'oalmv,jv n;lasjg'l

jkdaljd;flkaj df;lajd;lfkj a;dlfkj a;lkjfa;lkjf ;lakjdf ;laksjd f;lajdfl;ks jdf;ldjf ;ladjsf ;lajdf;lskdj fl;sakjd f;lsj df;lsajdf l;aksdjf l;aksjf;laks jdf;lskdjf a;lskdjf ;laskdjf ;laskdjf l;aksjd fl;ajsdfl;kajsdfl; jasdl;fkjasd;lfkjad;lfkja;sldfj a;lsdkfjal;kdfj a;sldu fao;duro[iawu er[aojfm;lzsjd f;lakwherj poaiweur[ajdsfmlzs,djf ;lkes jfh;kajhsd f;k a'lkf a'lsdkfjaowieur [oqwuer 'oalmv,jv n;lasjg'l

Selecting Categories and Tags for Press Release

5a. Click *"click to show/hide metadata"*

MetaData (click to show/hide metadata)

EMAIL | PRINT | FEEDS

TITLE

Training Press Release

StoryDate

04/13/2007

Dateline

New Training for Content Management Sys

Unit

Training Information Management System

POC

Kathy Gessner, Trainer

POCAddress

9990 Fairfax Blvd
Fairfax, VA 22030

POCPhoneNumber

999-99-9999

Select ▾ | Styles ▾ | ¶ ▾ | A ▾ | A! ▾ | B I U | ≡ ≡ ≡ | ≡ ≡ | ≡ ≡ | A ◿
Current Selection : None

jkdaljd;flkaj df;lajd;lfkj a;dlfkj a;lkjfa;lkjf ;lakjdf ;lasjd f;lajdfl;ks jdf;ldjf ;ladjsf ;lajdf;lskdj fl;sakjd f;lsj df;lsajdf l;aksdjf
skdjf a;lskdjf ;laskdjf ;laskdjf l;aksjd fl;ajsdfl;kajsdfl; jasdl;fkjasd;lfkjad;lfkja;sldfj a;lsdkfjal;kdfj a;sldu
er[aojfm;lzsjd f;lakwherj poaiweur[ajdsfmlzs,djf ;lkes jfh;kajhsd f;k a'lkf a'lsdkfjaowieur [oqwuer 'oalmv,jv

ajd;lfkj a;dlfkj a;lkjfa;lkjf ;lakjdf ;laksjd f;lajdfl;ks jdf;ldjf ;ladjsf ;lajdf;lskdj fl;sakjd f;lsj df;lsajdf l;aksdjf
skdjf a;lskdjf ;laskdjf ;laskdjf l;aksjd fl;ajsdfl;kajsdfl; jasdl;fkjasd;lfkjad;lfkja;sldfj a;lsdkfjal;kdfj a;sldu
er[aojfm;lzsjd f;lakwherj poaiweur[ajdsfmlzs,djf ;lkes jfh;kajhsd f;k a'lkf a'lsdkfjaowieur [oqwuer 'oalmv,jv

NOTE: Click to Show/Hide Meta Data if options do not display. Then click MetaData Tab Heading to enter the MetaData.

Selecting Categories and Tags for Press Release

5b. Check *Content Categories*

MetaData (click to show/hide metadata)

Categories and Tags   Story Promotion   Publishing Dates

ContentCategory

- [ ] Artillery
- [ ] Aviation
- [ ] Base or Station
- [x] Career
- [ ] Ceremonies/Events
- [ ] Combat
- [ ] Combat Support
- [ ] Commandant of the Marine Corps
- [ ] Community Relations
- [ ] Deployment
- [ ] Enviornmental
- [ ] Expeditionary
- [ ] Family
- [ ] Historical Content
- [ ] Joint Operations
- [x] Marine Corps Wide
- [ ] Operational
- [ ] Operation Enduring Freedom
- [ ] Operation Iraqi Freedom
- [ ] Personal Profile
- [ ] Policy
- [ ] Recreation
- [ ] Recruiting
- [ ] Saftey
- [ ] Sergeant Major of the Marine Corps
- [ ] Sports
- [ ] Technology
- [ ] Training
- [ ] Veterans

IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list. Thank you for your cooperation.

Content Category

Career, Marine Corps Wide

Tags

frogs

5c. Enter *Tags* and *Content Category* separated by a comma. These are metadata tags that will be searchable and associated with this document and increase the searchability of the document.

Entering Story Promotion Information for Press Release

Story Promotion is used by the Approver to determine position of story

NOTE: Story Promotional determines where the story will display throughout the site. What you see on this screen will vary with your permission level.

MetaData (click to show/hide metadata)

Categories and Tags | **Story Promotion** | **Publishing Dates**

ContentCategory

- ☐ Artillery
- ☐ Aviation
- ☐ Base or Station
- ☑ Career
- ☐ Ceremonies/Events
- ☐ Combat
- ☐ Combat Support
- ☐ Commandant of the Marine Corps
- ☐ Community Relations
- ☐ Deployment
- ☐ Enviornmental
- ☐ Expeditionary
- ☐ Family
- ☐ Historical Content
- ☐ Joint Operations
- ☑ Marine Corps Wide
- ☐ Operational
- ☐ Operation Enduring Freedom
- ☐ Operation Iraqi Freedom
- ☐ Personal Profile
- ☐ Policy
- ☐ Recreation
- ☐ Recruiting
- ☐ Saftey
- ☐ Sergeant Major of the Marine Corps
- ☐ Sports
- ☐ Technology
- ☐ Training
- ☐ Veterans

IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list. Thank you for your cooperation.

Content Category

Career, Marine Corps Wide

Tags

frogs

Entering Publishing Dates for Press Release

6a. Click *Publishing Dates*

MetaData (click to show/hide metadata)

| Categories and Tags | Story Promotion | Publishing Dates |

ContentCategory

- [ ] Artillery
- [ ] Aviation
- [ ] Base or Station
- [x] Career
- [ ] Ceremonies/Events
- [ ] Combat
- [ ] Combat Support
- [ ] Commandant of the Marine Corps
- [ ] Community Relations
- [ ] Deployment
- [ ] Enviornmental
- [ ] Expeditionary
- [ ] Family
- [ ] Historical Content
- [ ] Joint Operations
- [x] Marine Corps Wide
- [ ] Operational
- [ ] Operation Enduring Freedom
- [ ] Operation Iraqi Freedom
- [ ] Personal Profile
- [ ] Policy
- [ ] Recreation
- [ ] Recruiting
- [ ] Saftey
- [ ] Sergeant Major of the Marine Corps
- [ ] Sports
- [ ] Technology
- [ ] Training
- [ ] Veterans

IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list. Thank you for your cooperation.

Content Category

`Career, Marine Corps Wide`

Tags

`frogs`

Entering Publishing Dates for Press Release

6b. Enter *Start* and *End Dates*

MetaData (click to show/hide metadata)

| Categories and Tags | Story Promotion | Publishing Dates |

Scheduling Start Date

- ⊙ Immediately
- ○ On the following date:

[   ] 🗓 | 12 AM ▾ | 00 ▾

Scheduling End Date

- ⊙ Immediately
- ○ On the following date:

[   ] 🗓 | 12 AM ▾ | 00 ▾

Checking in Press Release Draft for Review

NOTE: There are two ways to Check In a page. Either the button at the top of the page or from the page menu

7. Click *Check In*

NOTE: This allows others to view your content before you publish it.

Submitting Press Release for Approval

8. Click *Submit for Approval*

NOTE: There are two ways to Submit for Approval. Either the button at the top of the page or from the Workflow menu

THE FEW. THE PROUD.

Home | News | Units | Recruiting | Training & Education | Career | Marine Services | In the Community

Version: Checked Out   Status: Only you can see and modify this page.   Publication Start Date: Immediately

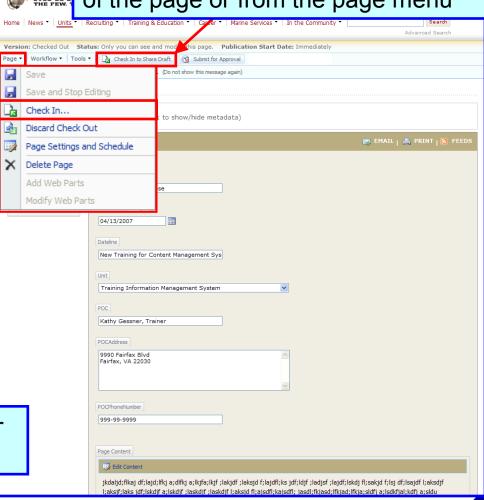Page | Workflow | Tools | | In to Share Draft | Submit for Approval | Publish

- Publish
- Submit for Approval...
- Cancel Approval
- Cancel Scheduling
- Unpublish
- Approve/Reject...
- View Page Tasks (0)
- View Workflow Status...
- Start a Workflow...

ata (click to show/hide metadata)

EMAIL | PRINT | FEEDS

TITLE
Training Press Release

StoryDate
04/13/2007

Dateline
New Training for Content Management Sys

Unit
Training Information Management System

POC
Kathy Gessner, Trainer

POCAddress
9990 Fairfax Blvd
Fairfax, VA 22030

Press Releases
Photos
Links
POC

NOTE: This will now be submitted for approval

Page Content

Edit Content

jkdaljd;flkaj df;lajd;lfkj a;dlfkj a;lkjfa;lkjf ;lakjdf ;laksjd f;lajdfl;ks jdf;ldjf ;ladjsf ;lajdf;lskdj fl;sakjd f;lsj df;lsajdf l;aksdjf
l;aksjf;laks jdf;lskdjf a;lskdjf ;laskdjf ;laskdjf l;aksjd fl;ajsdfl;kajsdfl; jasdl;fkjasd;lfkjad;lfkja;sldfj a;lsdkfjal;kdfj a;sldu

Submitting Press Release for Approval

Home > Units > Marine Forces Korea > Pages > TrainingTestPage > Workflows > Start Workflow

Start "Parallel Workflow": TrainingTestPage

Request Approval

To request approval for this document, type the names of the people who need to approve it on the **Approvers** line. Each person will be assigned a task to approve your document. You will receive an e-mail when the request is sent and once ever   hed their tasks.

[Approvers...]   **MC Korea Approver**

☐ Assign a single task to each group entered (Do not expand groups).

9a. Enter *Message* **to include with approval request**

Type a message to include with your request:

9b. Enter *Due Date*

Due Date

If a due date is specified and e-mail is enabled on the server, approvers will receive a reminder on that date if their task is not finished.

Tasks are due by:

9c. Enter *Other People to Notify*

Notify Others

To notify other people about this workflow starting without assigning tasks, type names on the CC line.

[CC...]

9d. Click *Start*   [Start] [Cancel]

Note: This locks the content, and starts the approval workflow.